



MONTANA SMARTER SCHOOL TEST COORDINATOR CHECKLIST

	School Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
Direct Responsibilities					
<input type="checkbox"/>	1. Attend trainings your district offers and review all Smarter Balanced policy and test administration documents.	TAM, section 2.1	60–90 minutes	Complete at least 3 weeks prior to testing.	
<input type="checkbox"/>	2. Ensure that all TAs attend your school's or district's training and review the self-paced online training modules posted on the Smarter Balanced portal. Review with TAs the videos ("What is a CAT?" and "What are Universal Tools?") and encourage them to show these to their students in preparation for the test.	TAM, section 2.1	2–3 hours	Complete at least 3 weeks prior to testing.	
<input type="checkbox"/>	3. Work with technology personnel to ensure timely computer setup: Conduct network diagnostics. Download the secure browser. Verify that your school has met the minimum technology requirements. Ensure that other technical issues are resolved before and during testing.	TSM, section I, <i>Network Diagnostic Tools</i> TSM, section V TSM, sections I and II	5–10 hours	Complete at least 3–4 weeks prior to testing.	



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<input type="checkbox"/>	<p>4. Communicate with the TAs to identify the number of headsets needed for each testing site and ensure that the needed number are available at least two weeks prior to the testing window.</p> <p>Headsets are required for the ELA Listening portions of the assessment, for students who require text-to-speech, or for students requiring audio glossaries (mathematics only).</p> <p>Communicate with the DC to identify the number of headsets needed.</p>	<i>None</i>	Up to 1 hour	Complete at least 2 weeks prior to testing.	Order the number needed plus extra. Students are permitted and encouraged to use their own ear buds or headsets—but districts and schools should also plan on having some available.
<input type="checkbox"/>	<p>5. Perform an equipment needs check based on individual student requirements.</p> <p>Work with TAs to identify students who will need specialized equipment for accommodations.</p>	<i>None</i>	1–2 hours	Complete at least 2 weeks prior to testing.	
<input type="checkbox"/>	<p>6. Based on the test administration windows, work with TAs and DCs to establish a testing schedule.</p>	<i>TAM, section 7.4</i>	2–4 hours	Complete at least 1–2 weeks prior to testing.	
<input type="checkbox"/>	<p>7. Work with TAs to review student information in ART applications before students are tested to ensure that correct student information and test settings for designated supports and accommodations are applied.</p>	<i>ART User Guide, pages 59-60</i> <i>TAM, section 9.2</i>	2–4 hours	Complete at least 1–2 weeks prior to testing.	



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<input type="checkbox"/>	8. Establish a place to test those students who need a separate test setting.	<i>Usability, Accessibility, and Accommodations Guidelines</i>	1–2 hours	Complete at least 1–2 weeks prior to testing.	
<input type="checkbox"/>	9. Work with TAs to plan a quiet activity for each test session for students who finish early.	<i>None</i>	30 minutes	Complete the week of testing.	The activity should not be related to the test being given. For example, students who finish early may work on assignments for unrelated subjects or read a book.
<input type="checkbox"/>	10. Because all assessments will have CAT items plus a performance task (PT) with a classroom-based activity: Download and review the Classroom Activity for your grade(s). Work with your TAs to plan the administration of the Classroom Activity.	<i>TAM</i> , section 9.2	60 minutes planning the day prior to administering the PT	Complete the week of testing.	Administration of the CAT items plus a PT with a classroom-based activity will require advance preparations.
<input type="checkbox"/>	11. Ensure proper handling of all printed test materials and scratch paper. Collect all test materials on each day of testing to keep in a secure location until after the test session, and then destroy according to the security policy outlined in the <i>TAM</i> .	<i>TAM</i> , sections 3.2 and 11.0		Complete during and after testing window.	
<input type="checkbox"/>	12. Ensure adherence to all security policies. Ensure that all TAs read and sign state security agreements if required by your state.	<i>TAM</i> , section 3.0			



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<input type="checkbox"/>	13. Document any testing impropriety, irregularity, or breach and report to the STC immediately after learning of the incident. Working with the STC, enter incidents in ART.	TAM, sections 4.0 and 5.0	As needed	Ongoing	
Monitor Administration Activities					
<input type="checkbox"/>	14. Monitor testing progress during the testing window and ensure that all students participate as appropriate, addressing student issues as needed.	None	As needed	Ongoing	
<input type="checkbox"/>	15. Raise any technical issues with the School Technology Coordinator for resolution.	None	As needed	Ongoing	
<input type="checkbox"/>	16. Review, investigate, and report on all potential testing improprieties, irregularities, and breaches reported by the TA. Mitigate incidents when appropriate.	TAM, sections 4.0 and 5.0	As needed	Ongoing	

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Oversight Responsibilities				
<input type="checkbox"/>	17. Verify that TAs have verified student settings for designated supports and accommodations in ART.	ART User Guide, pages 71-72	Complete at least 1-2 weeks prior to testing.	
<input type="checkbox"/>	18. Verify that TAs or other instructional staff have administered the Classroom Activity.	None	Complete no more than three days prior to testing the PT.	
<input type="checkbox"/>	19. Verify that TAs have scheduled make-up sessions of the Classroom Activity for students who were absent for the first	None	Complete no more than three days prior to testing the PT.	



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administration.			
<input type="checkbox"/> 20. Assist TAs in taking proper measures to ensure that students have access only to allowable non-embedded resources during testing.	None	Complete prior to testing.	
<input type="checkbox"/> 21. Verify that TAs are adhering to all test security policies and practices and that they have access to the Test Security Incident Log, and that they understand how to complete this document if testing improprieties, irregularities, or breaches occur.	TAM, sections 3.0, 4.0, 5.0, and Appendix F	Complete during testing.	

Contact Information	
Questions about the overall administration and state policies	Questions about technology and the overall administration procedures
Your State Education Agency Accommodations, Test Policy, Testing Irregularities Name: Judy Snow Phone: (406)444-3656 Email: jsnow@mt.gov	School Technical Coordinator Name: _____ Phone: _____ Email: _____
Your Smarter Balanced State Lead Contact (in the event of a security breach or irregularity) Name: Judy Snow Phone: (406)444-3656 Email: jsnow@mt.gov	System Test Coordinator Name: _____ Phone: _____ Email: _____
	Measured Progress Service Center: Phone: (888)792-2741 Email: montanahelpdesk@measuredprogress.org